

**Approved Minutes of the Meeting of the
NHS 24 Integrated Governance Committee
held on Tuesday 25 June 2024 at 10.00am
via Microsoft Teams**

PRESENT

Dr Martin Cheyne (in the Chair)
Mr Jim Miller (Chief Executive)
Ms Carol Gillie
Mr David Howe
Mr Alan Webb

IN ATTENDANCE

Mrs Geraldine Mathew	Board Secretary
Ms Paula Bauge	Business Support Officer (Minute)

01. WELCOME, APOLOGIES AND APPROVAL OF MINUTES

The Chair welcomed members to the June meeting of the Committee. Apologies were intimated on behalf of Mr John Gebbie and Mr Martin Togneri.

NOTED

02. DECLARATIONS OF INTEREST

The Chair invited members to declare any interests in any of the items being discussed. There were no declarations of interest made.

The Chair reminded all members to ensure that any changes to their Register of Interest be notified to the Board Secretary within one month of the change occurring.

NOTED

03. MINUTES OF PREVIOUS MEETING

The Committee considered the minute of the previous meeting held on 7 December 2023 [Paper No. 3a] and were content to approve this as a complete and accurate record. There were two items raised from the previous minute.

Admin Control

Discussion took place regarding the use of Teams as well as Admin Control for the publication and annotation of Board and Committee papers. Mr Jim Miller advised that Admin Control has been extended for 1 year with a view that everyone will familiarise themselves with Ms Teams with a view to using Ms Teams going forward.

Patient Safety and Staff Engagement Visits

Following a query raised regarding the Patient Safety and Staff Engagement Visits, Mr Webb noted that both the visits to the Ayrshire and Arran, Dumfries and Galloway sites planned during 2023/24 were postponed due to the availability of staff on shift at the time. It was suggested if there be a possibility of these meetings being held remotely as an alternative. Mrs Mathew will contact Comms Team colleagues regarding this to find out if this is possible or not.

Following on from this discussion there was another around what can members do to make themselves more visible and that they are keen to do more. A suggestion was made whether to hold town hall meetings similar to what the Chief Executive had held before. Mrs Mathew agreed to feed this back to Comms Team.

APPROVED

ACTION: Mrs Mathew

04. MATTERS ARISING

04a. Rolling Action List

The Committee considered the Rolling Action List and were content to accept the recommendation that nine actions were closed.

APPROVED

05. ITEMS FOR APPROVAL

5.1 INTEGRATED GOVERNANCE COMMITTEE TERMS OF REFERENCE

The Committee considered the paper 'Integrated Governance Committee Annual Review of Terms of Reference' [Paper No. 5.1] presented by Mrs Geraldine Mathew, Board Secretary. The paper included the Committees current Terms of Reference approved by the NHS 24 Board on 29 February 2024 as part of the Corporate Governance Framework.

The Chair thanked Mrs Mathew for the update and invited comments and questions from members.

A discussion took place regarding the Assurance Framework and Map and whether there was a role for Integrated Governance Committee to review this. It was agreed that the IGC will look at this at the next meeting in December 2024 prior to this being presented to ARC and the Board as part of the Corporate Governance Framework Annual Review.

In summary, the members were content to approve the Terms of Reference, noting that there were no amendments made.

APPROVED

ACTION: Mrs Mathew

5.2 INTEGRATED GOVERNANCE COMMITTEE ANNUAL COMMITTEE ANNUAL REPORT 2023/24

The Committee considered the paper 'Integrated Governance Committee Annual Report 2023/24' [Paper No. 5.2] presented by Mrs Geraldine Mathew, Board Secretary. The IGC Annual Report was circulated electronically to members in April 2024 and was approved virtually. The report was presented today for noting and homologation.

The Chair advised that there was a conversation with Ms Caroline Lamb, Chief Executive of NHS Scotland and Director-General Health and Social Care at the NHS in Scotland Event about the establishment of IGC and he emphasised the difference it has made within NHS 24. Ms Lamb was keen to consider if all NHS Boards should establish an Integrated Governance Committee.

Mr Webb stated as the Chair of Staff Governance Committee there was assurance that the IGC had fulfilled its remit and ensured compliance with the Blueprint for Good Governance.

In summary, the members were content to formally note approval of the IGC Annual Report 2023/24.

APPROVED

06. ITEMS FOR NOTING

6.1 INTERNAL AUDIT PLAN UPDATE

The Committee considered the paper 'Internal Audit Plan 2024-25 [Paper No. 6.1] presented by Mrs Geraldine Mathew, Board Secretary. Mrs Mathew highlighted that there were 7 audits to be undertaken in 2024/25, and fieldwork had been completed for the Performance Monitoring/ADP audit and the Public Protection audit. The Risk Management audit was arranged for November 2024, but the auditors requested to bring this forward and had now taken place in June 2024. Public Protection audit report had been received and the management response was currently being finalised. The draft report states, 'minor improvement required' and this was on target for submission to the August Audit & Risk Committee. The Property Transaction audit was on target for submission to the August Audit & Risk Committee meeting and this would focus on the Aberdeen moves.

It was anticipated that 4 of the 7 audits that have been planned for the year would be submitted to the August Audit & Risk Committee meeting. Thereafter, there was one planned for the November 2024 meeting, one for the February 2025 meeting and one for the June 2025 meeting.

Following discussion, it was agreed that any changes to the timing of planned audits should be notified to the Chair of the relevant Committee going forward.

In summary, the Committee were content to note the Internal Audit Plan Update.

NOTED

ACTION: Mrs Mathew

07. ITEMS FOR DISCUSSION

7.1 BOARD AND COMMITTEE DEVELOPMENT/DEEP DIVE TOPICS

The Chair opened a discussion about Board and Committee development and deep dive topics. Dr Cheyne advised that if there were any relevant topics that would be of interest to the Board Workshop to bring them forward and also asked Committee Chairs if their Committees were reviewing whether items or topics should be presented to the full Board through a Board Workshop session.

Mr Webb, Chair of Staff Governance Committee advised that they have been concentrating on future workforce and succession and committee development sessions. At the moment there were no specific areas to bring to Board Workshop, but this would be considered going forward.

Ms Carol Gillie, Chair of Audit and Risk Committee advised that she agreed with Mr Webb and at the moment they have added Counter Fraud Services to the Board Workplan for the future.

The Chair advised following the discussions that he was content with how the Committees were working at the moment.

NOTED

7.2 REVIEW OF BOARD AND COMMITTEE COVER PAPERS

The Chair opened up a discussion about Board and Committee cover papers as this item was raised at a previous meeting.

Dr Cheyne advised that all members were expected to read all papers in full and that the cover paper was there to assist members. A suggestion was made that the cover papers could provide more indicators of the highlighted areas of the main paper.

An issue was also raised about information from the main paper being copied into the cover paper which was not suitable or best practice.

A suggestion was also put forward whether a section regarding climate energy impact be included within the cover paper template.

The Chair advised that the current cover papers were designed in line with the DL (2021) 31 and we would continue to take guidance from here.

NOTED

7.3 INTEGRATED GOVERNANCE COMMITTEE SELF-EFFECTIVENESS UPDATE

The Committee considered the paper 'IGC Self Effectiveness Survey Paper' [Paper No. 7.3a] presented by Mrs Geraldine Mathew, Board Secretary. Mrs Mathew advised that the self-effectiveness surveys for all committees would be sent out before the end of June 2024, for members to complete the survey by end of July 2024.

Mrs Mathew highlighted that the surveys this year would be available on Webropol, members would be sent a link which would allow members to complete the surveys electronically.

The members were in support of this and approved the recommendation that the Committee undertakes its Self-Effectiveness Survey during the month of July 2024.

APPROVED

7.4 ANY OTHER BUSINESS

7.4a Board Chair Membership of Committees

Discussion took place regarding the Board Chairs membership of the governance Committees, and it was clarified that Dr Cheyne was a member of all of the Committees of the Board, with the exception of the Audit & Risk Committee, where Dr Cheyne was in attendance. It was agreed that the Committee Terms of Reference would be updated to reflect this.

Discussion took place about committee memberships and a suggestion was made to review skill sets and that it may be beneficial to move non-executive members to increase knowledge, skills and understanding. Dr Cheyne agreed to discuss this with Board Secretary.

NOTED

ACTION: Dr Cheyne/Mrs Mathew

7.5 KEY HIGHLIGHT REPORT TO BOARD

Dr Cheyne highlighted the key points for inclusion in the Highlight Report to the Board including the review of cover papers for Board and Committees.

NOTED

DATE OF NEXT MEETING

Thursday 5 December 2024, 10am, MS Teams